



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Assistant Director (Executive Level)
3	Posting Number	PN# 108851
4	Department	Department of Finance & Administration
5	Division	Asset Management
6	Section	
7	Reporting Location	611 Walker
8	Workdays & Hours	Varied, normally M-F *
*Subject to change		
9	<u>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS</u> Directs and manages personnel in the direction, development, implementation, administration and operations of various systems, plans and projects. Responsible for grants administration, fixed assets accounting, cost allocation, property and liability insurance, fleet and fuel cost accounting and coordination with external auditors. May be required to drive on city business.	
10	<u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has some discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's Degree in Business Administration, Public Administration or closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Seven (7) years of administrative experience are required, with at least three of those years in a managerial capacity. A Master's degree may be substituted for two years of experience.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid driver's license and compliance with the City of Houston policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> CPA, Accounting Degree strongly preferred. Prefer knowledge of municipal accounting and reporting procedures and systems; Federal Grant experience; CA experience, Fixed Assets experience and SAP end-user experience.	
15	<u>SELECTION/SKILLS TEST REQUIRED</u>	None.
<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div>Salary Range - Pay Grade 32 \$2,600.00 - \$3,750.00 Biweekly \$67,600.00 – \$97,500.00 Annually</div>	
18	<u>OPENING DATE</u>	February 1, 2006
19	<u>CLOSING DATE</u>	OPEN UNTIL FILLED
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9471. For application status inquiries, please call (713) 837-9249. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
An equal opportunity employer		